

# Site Plan

## Type I Review

Handout #74-A Revised 6/25/04



### What types of projects are subject to a Type I Review Process?

Developments or modifications to existing permitted developments that will not generate significant impacts are subject to Type I Review requirements. Type I projects are exempt from the State Environmental Policy Act (SEPA) review and subject to clear, objective and non-discretionary standards requiring professional judgement about technical issues.

Type I Site Plan reviews are “ministerial”, requiring a review and decision by staff unless they are exempt from the site plan review process.

### Which projects are exempt from Type I Site Plan review?

The following projects are exempt from site plan review:

1. Changes in use that do not require an increase in the number of parking spaces over the existing use;
2. Duplexes or triplexes and modification to these units on a lot created and approved for such uses;
3. Interior modifications to existing structures that do not change the use; and,
4. Single-family detached dwelling and modifications.

### Which projects require Type II Site Plan review?

If you answer “Yes” to any ONE of the following criteria, your project is subject to a Type II Site Plan review and cannot be processed as a Type I Site Plan.

- Does your project increase impervious areas by more than 10%?
- Does your project increase density of residential units on the lot by 10% or more?
- Does your project make significant changes in the type of dwelling units in a residential development?
- Does your project increase the need for on-site parking? Will the increase amount to an overall increase of more than 10% OR an overall increase of more than 40 parking spaces?
- Does your project increase the height of any structure by more than 10%?
- Does your project result in changes to the size, location, or direction of vehicular access to the site?
- Does your project increase the traffic to or from the site by more than 20 average daily trips?
- Does your project increase the floor area of a structure used for non-residential purposes by more than 10% and at least 5,000 square feet?
- Does your project cause a reduction in existing area used for recreational facilities, screening, buffering, landscaping and/or open space, by more than 10%?
- Does your project require SEPA review?

### **When is a Fire Marshal review required?**

The following list summarizes when it is necessary for the Fire Marshal's office to review a project. A "yes" answer to any one of these questions confirms that a Fire Marshal's review is necessary. Note: This review may be required even if Type I Site Plan review is not required.

1. Will there be a change in occupancy or use?
2. Is a building permit required, (other than for a single-family residence or a duplex) where the structure is larger than 3,600 square feet?
3. Does the project involve a change in vehicular access to the site?
4. Does the review involve fire flow requirements? For example, will there be an increase in height or interior floor area?
5. Does the review involve other fire protection requirements such as fire sprinkler systems, alarm systems, fire hydrants, etc.?
6. Does the project include new construction involving review of building setbacks?
7. Is the subject site within the Wildland Urban Interface/Intermix Area?
8. Does the review involve any new building construction or review of limitations to a land use?
9. Does the review involve hazardous processes per the Uniform Fire Code, Chapter 80? (Such processes involve hazardous materials, flammable liquid or flammable gases.)

### **Is a Pre-application Conference required?**

No, however an applicant may request a pre-application conference.

### **How do I start the application process?**

The first step is to submit a complete Type I Site Plan Application Form to the Customer Service Center along with the application fees and the required number of copies for all submittal items. (See the attached Submittal Requirement list)

### **Will I ever get to meet with the staff members who review my project?**

Yes. When you submit your application, you will be given a date and time for a **"Type I Review Conference"**. At this conference you will get to personally meet with your Planner and, depending upon the scope of your project, you may also meet with a staff engineer, a Public Works engineer, a Deputy Fire Marshal, a Sheriff's Deputy, a Building Inspector or Plans Examiner, or a staff member from the Southwest Washington Health District.

As the applicant this conference affords you the opportunity to present your proposal and plans to the staff. For staff, the conference offers an opportunity to ask questions, give guidance, and to ensure the applicant clearly understands the process and regulations, as they will be affecting them.

By the end of the conference, you as the applicant will know whether your project will be approved, approved with conditions, denied, OR, what additional information the staff will need before they can make a decision. (Your project will be placed on hold if additional information is required.)

## How does the Type I Site Plan review process work?

The County conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting an application, the Customer Service staff will conduct a “**Counter Complete**” review of the submittal package.

This initial Counter Complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review. To be Counter Complete, the following items must be submitted:

1. Cover Sheet & Table of Contents
2. Application Form
3. Application Fee
4. Developer’s GIS Packet Information
5. Narrative
6. Proposed Site Plan
7. Preliminary Stormwater Design Report
8. Trip Generation Report
9. Legal Lot Determination Information
10. Sewer Purveyor Utility Review Letter
11. Water Purveyor Utility Review Letter
12. Health District Development Review Evaluation Letter
13. Associated Applications
14. Submittal Copies

Upon acceptance of the application two things will happen immediately. First, the counter person will schedule a Type I Conference for you. This conference will be held within 14 to 20 days from the date your application is counter complete. Second, the counter staff will route the application package (with the conference information) to the review staff.

Within 21 days (or the 14 to 20 days allotted before the Type I Conference) the review staff will conduct a second completeness check, known as the “**Fully Complete**” review. This detailed review ensures that all items submitted have the technical information required for staff to make a decision.

If the application is “Fully Complete” the staff has until the Type I Conference date to review the application. The staff is then required to attend the Conference and explain their decision as well as explain any conditions of approval that the applicant may have to complete. The staff will then have up to 20 days to issue a written decision.

If required technical information or items are missing, the planner will prepare a letter indicating the application is “**Not** Fully Complete”, and deliver it to you at the conference. It will indicate the additional items and/or information required to make the project “Fully Complete”. If the requested information is not submitted within 30 days, staff will return the application and refund a portion of the application fee.

Once an application is “Fully Complete”, the review staff has 21 days to prepare a written decision that specifies the Conditions of Approval for your project to ensure compliance with all applicable codes and laws.

In all, the issuance of a decision may take up to 42 calendar days from the date a counter complete application is accepted by the Customer Service Center, unless it is placed on hold.

**Can I Request an Extension of Time to Submit Additional Information?**

Yes. You can submit a written request to extend the decision deadline and submit additional information for consideration with or after the request.

If your application has been deemed “Not Fully Complete” you may also request additional time to submit any information requested.

**What kind of public notice is provided?**

There is no public notice required for Type I development proposals.

**Can the decision be appealed?**

The staff's decision may be appealed to the County Hearings Examiner by the applicant or any person or group. An appellant must submit an appeal application and the **\$1070** fee within 14 calendar days after the written notice of the decision is mailed.

**How long is my approval valid?**

A preliminary site plan approval shall be valid for a period of five (5) years after approval. During that time, a complete application for final site plan review OR building permit must be submitted. This time limit may be extended where there is an approved phased development or separate development agreements have been approved, (see Clark County Code, Section 40.500.010(B) for more details).

**After the Preliminary Site Plan is approved, what is next?**

After receiving approval of the preliminary site plan, the applicant may submit engineering construction plans, the final site plan (if necessary), and building permits for review.

***Note: Conditions of Approval must be met before you begin your project, occupy your building, or open for business.***

**When can I apply for a building permit?**

Site plan approval is required prior to the issuance of building permits by the Building Division. However, application for building permits may be made at the same time as application for site plan review. Please note: Should the site plan review process require modification to the site plan, you must revise and re-submit your building plans to reflect those changes. Failure to make the appropriate changes may delay your building inspections or it may result in Code Enforcement actions for the failure to comply with the site plan review conditions. Building permit applications are filed with the Building Division in the Customer Service Center.

Please see “Engineering Construction Plan Review” information handout for further information about the final engineering plan and final site plan review process.

# **DEVELOPMENT REVIEW TYPE I SITE PLAN APPLICATION SUBMITTAL REQUIREMENTS**

The following checklist identifies information required to be included with the Type I Site Plan Application. All items with a number followed by an underlined space (i.e., 1. \_\_\_\_) must be submitted before the application will be considered "Counter Complete." All items with a check box (i.e., ☐) must be complete for the application to be determined "Fully Complete."

- 1. \_\_\_\_ COVER SHEET AND TABLE OF CONTENTS** – Each application submittal packet shall contain a cover sheet that includes the applicant's name, address, e-mail address, and phone number, along with the name of the proposed project. A table of contents to provide assistance in locating the various requirements shall follow the cover sheet.
- 2. \_\_\_\_ APPLICATION FORM** - The application form shall be completed and the applicant shall sign at least one original copy in ink.
- 3. \_\_\_\_ APPLICATION FEE** - The fee for a Type I Site Plan review shall accompany the application. Checks are payable to "Clark County Community Development".
- 4. \_\_\_\_ DEVELOPER'S GIS PACKET INFORMATION**  
A copy of the "Developer's GIS Packet" shall be submitted with the Type I Site Plan review application. The "Developer's GIS Packet" is available at the Customer Service Center for \$30.00 and contains the following information:
  - General Location Map;
  - Property Information Fact Sheet;
  - Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map;
  - Elevation Contours Map;
  - Photography Map;
  - Photography Map with Contours;
  - Zoning Map;
  - Comprehensive Plan Map;
  - Water, Sewer and Storm Systems Map;
  - Soil Type Map;
  - Environmental Constraints Map; and,
  - Quarter Section Map.
- 5. \_\_\_\_ NARRATIVE**  
A written narrative shall be submitted that describes the existing conditions and proposed project in detail. For espresso stands and other portable food & beverage vendors, the narrative should include a description of how water is provided and disposed. The narrative must include all information about the proposed and existing use, size, landscaping, screening, lighting, noise, structure(s), structural changes, hours of operation, and capacity (storage, students, etc.) of the project.

## **6. \_\_ PROPOSED SITE PLAN**

- ❑ Entire parcel, drawn to scale, showing property lines, north arrow, footprint of existing structures, abutting streets (name, centerline, curb & sidewalk), driveway locations, and existing/proposed fire hydrant locations;
- ❑ The locations of any existing environmentally sensitive areas (e.g. wetlands, water bodies, steep slopes etc.) on the site, as indicated in the GIS materials;
- ❑ Indicate the existing surfacing and features on all portions of the site, such as asphalt, landscaping, lawn, gravel, stormwater swale, etc; (as applicable);
- ❑ Show the number and layout of existing and proposed parking spaces; (as applicable);
- ❑ Landscape plan. If the site or the development portion of the site is not currently landscaped in accordance with the screening & buffering matrix; (as applicable); and,
- ❑ Architectural floor plan showing the area in square feet and type of use for each separate section of the building; (as applicable).

## **7. \_\_ PRELIMINARY STORMWATER DESIGN REPORT**

If the project involves the addition or re-development of 2,000-sq. ft. of impervious surfacing in an Urban Growth Area or 5,000-sq. ft. of impervious surfacing outside of an Urban Growth Area, stormwater review will be required for the project.

## **8. \_\_ TRIP GENERATION REPORT**

A trip generation report indicating the number of additional average daily trips the proposal could be expected to generate; (as applicable).

## **9. \_\_ LEGAL LOT DETERMINATION INFORMATION**

If the lot is part of a plat, binding site plan, or subdivision, no lot information is required beyond that supplied in the GIS packet. If the application is not part of a plat, binding site plan, or subdivision, the applicant is required to either: a) complete a legal lot determination, or b) submit a sales or transfer deed history dating back to 1969, to include copies of recorded deeds and/or contracts verifying the date of creation of the parcel in chronological order with each deed identified with the Assessor's lot number.

## **10. \_\_ SEWER PURVEYOR UTILITY REVIEW LETTER**

A utility review must be submitted from the public sewer purveyor or an approved copy of a preliminary soil suitability analysis (or equivalent) for on-site systems from the Clark County Health Department. For existing septic systems, provide a copy of the original approval. (*The Clark County Health Department is located at 2000 Fort Vancouver Way, Vancouver, (360) 696-8428*)

## **11. \_\_ WATER PURVEYOR UTILITY REVIEW LETTER**

A utility review must be submitted from the public water purveyor, noting the ability to meet water pressure and fire flow requirements of the Fire Marshal. Or, provide current evidence of the availability of suitable ground water where the water purveyor has determined public water or community water systems cannot be provided.

## 12. **HEALTH DEPARTMENT DEVELOPMENT REVIEW EVALUATION LETTER**

A Development Review Evaluation letter from the Clark County Health Department must be submitted. This evaluation is conducted to identify any on-site water wells or septic system.

## 13. **ASSOCIATED APPLICATIONS**

Applications associated with the project, to the extent applicable (e.g., floodplain, habitat, shoreline, wetland, variances, etc.) must be submitted prior to or with this application.

## 14. **SUBMITTAL COPIES**

\_\_\_\_ Eight (8) individually bound copies, bound by a jumbo clip or rubber band, of the full application package, **except any special studies**, shall be submitted. If any of the application materials exceed 11" x 17" in size, please also provide a reduced copy no larger than 11" x 17". Clark County cannot reproduce materials larger than 11" x 17".

\_\_\_\_ Copies of any applicable special studies are as following:

- 1 copy – Archeological Pre-Determination Report;
- 1 copy - Archeological Study;
- 4 copies - Traffic Study and Road Modification requests; and
- 4 copies of all other special studies or permits to include: Critical Aquifer Recharge Areas [CARA}, floodplain, geo-hazard, habitat, shoreline, stormwater, erosion control plan, and wetland).

### **Staff Notes:**

- |    |                                                                                                                                                                                                  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <u>If any of the application materials exceed 11" x 17" in size, please also provide a reduced copy no larger than 11" x 17". Clark County cannot reproduce materials larger than 11" x 17".</u> |
| 2. | _____                                                                                                                                                                                            |
| 3. | _____                                                                                                                                                                                            |
| 4. | _____                                                                                                                                                                                            |
| 5. | _____                                                                                                                                                                                            |
| 6. | _____                                                                                                                                                                                            |

**This application was determined to be Counter Complete on:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Community Development Specialist:** \_\_\_\_\_

**TYPE I  
SITE PLAN REVIEW  
FEES**

Residential:	\$ 288
Non-Residential:	\$1,230
Fire Marshal Review:	\$ 297
Stormwater Review:	\$1,276
Transportation Review:	\$1,470
Lot Determination Fee*:	\$ 511 + \$187/lot over 2 lots

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\* This fee is not required if a previous legal review has been completed.

**Public Service Center  
Department of Community Development  
1300 Franklin Street  
P.O. Box 9810  
Vancouver, WA. 98666-9810  
Phone: (360) 397-2375; Fax: (360) 397-2011  
Web Page at: <http://www.clark.wa.gov>**

# DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



<b>PROJECT NAME:</b>		
<b>TYPE(S) OF APPLICATION (See Reverse Side):</b>		
<b>DESCRIPTION OF PROPOSAL:</b>		
<b>APPLICANT NAME:</b>	Address:	
E-mail Address:	Phone and Fax:	
<b>PROPERTY OWNER NAME</b> (list multiple owners on a separate sheet):	Address:	
E-mail Address:	Phone and Fax:	
<b>CONTACT PERSON NAME</b> (list if not same as APPLICANT):	Address:	
E-mail Address:	Phone and Fax:	
<b>PROJECT SITE INFORMATION:</b> Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

## AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

<b>Assigned at Customer Service Center</b>	<b>CASE NUMBER:</b>	
	<b>WORK ORDER NUMBER:</b>	

## **APPLICATION TYPES**

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

### **Environmental/Critical Areas:**

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

### **Land Division:**

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (\_\_\_ Infill)
- ☐ Subdivision (\_\_\_ Infill)

### **Miscellaneous:**

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

### **Planning Director Review:**

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change